



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## SOCIAL SERVICE SPECIALIST

Job Number: 20001129

Job Code: 62240V160916

Job Group: 6200 - HUMAN SERVICES

Job Established: 04/16/1999

Job Revised: 09/16/2016

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Provides consultative services to Social Service Workers/Clinicians. Provides intensive family services through the assessment of client needs and the provision of multifaceted services OR plans, coordinates, evaluates and/or monitors a social service program area on a statewide basis OR plans and organizes all program activities for special health care needs children in a defined geographic region; and performs other duties as required.

### MINIMUM REQUIREMENTS:

#### **EDUCATION:**

A master's degree in social work, sociology, psychology, marriage and family therapy or a related field.

#### **EXPERIENCE:**

Must have three years of professional social work experience.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

A bachelor's degree supplemented by two years of professional social work experience will substitute for the required master's degree.

### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

If appointed to the Cabinet for Families and Children or to the Department of Juvenile Justice, an employee in this job title must furnish to the appointing authority within one month of appointment documentation that he/she possesses a valid driver's license and must maintain a valid driver's license for the length of employment in this job title.

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Provides consultative services to families, workers and supervisors throughout an area for program specialties such as foster care, child/adult protective services, adoption services, juvenile justice (including the classification and placement of juveniles committed by the court) and services to children/individuals with special health care needs. Reviews and analyzes cases of a more complex nature and implements treatment in collaboration with social service workers and other available community services. Participates in case conferences. Provides highly skilled consultation services to families in sanctioned status. Provides technical assistance in the interpretation of policies and regulations. Provides assessment and counseling for families. Provides training. Provides technical assistance to courts and attorneys. Provides individual or group therapy. Provides counseling and case coordination to individuals and families. Conducts administrative and case reviews. Investigates complaints and conducts hearings. Collects data and writes reports for supervisor as required. Encourages community participation through service on community committees and task forces.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Performs job duties in an office/facility setting and visits clients and/or families at their residence.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*